

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** June 13, 2003
FROM: Lawrence C. Franklin, Jr., State Controller
**SUBJECT: FISCAL YEAR 2003 CLOSING PROCEDURE
SEPARATION OF OLD / NEW YEAR VOUCHERS**

The deadline for submitting old-year vouchers is ***JULY 10, 2003.***

Attached are documents to be used by your agency in order to facilitate the fiscal year closing process. Please duplicate as many as you feel are necessary for each fiscal year.

We appreciate your efforts to assist us in an efficient fiscal closing process. Thank you for your cooperation.

/hh
CFO:03-55
Attachments

DATE: _____

FISCAL YEAR 2003 *

*** NOTE: This document should be used anytime prior to or on July 10, 2003.**

DATE: _____

FISCAL YEAR 2004 *

***NOTE:** This document should be used anytime prior to or on July 10, 2003. After this date, all vouchers received will be charged to the new fiscal year.